Amendment 1

Issued: 4/26/22

The following dates have been amended:
Due Date for Question Submission: Thursday, May 5, 2022
RFP Response Date: All proposals are due via email by Thursday, May 12th, 2022, no later than 1:00PM EST

Project Timeline dates will be adjusted accordingly with an expectation to select the supplier by May 23rd and have a contract issued shortly thereafter.

The following edits are made to the proposal:
Section 2.1 Purpose
This request for proposal (RFP) is being issued to select supplier(s) qualified to provide specific counseling training courses for our counseling partners to assist them in providing quality services and support. All counselors within the PHFA network are required to receive National Certification within 18 months of counseling. These courses support this requirement.

Section 2.4 RFP Summary Description and Background
Courses must meet National Industry Standards (NIS).

Section 2.10 Requirements and Tasks
Suppliers must provide (at a minimum) the following deliverables in the performance of training services: (maximum class size of 50 participants)
1. Course registration
2. Creation and distribution of course relevant materials
3. Communication regarding the course to participants
4. Class Roster with attendance by course name/instructor/date
5. Client satisfaction survey
6. Assessments/Exams as required
7. Certification of completion issued for those that complete the specific course requirements successfully
8. Ability to issue national certification that meets national industry standards in:
   Rental Counseling
   Foreclosure Intervention and Default Counseling
9. Ability for client to sign up and test for HUD exam following the HUD certification training course

As a reminder:
Questions, intent to bid and proposals should be submitted to: procurement@phfa.org